

261 CMR 3.00: DOCUMENTATION OF LICENSE

Section

3.01: Responsibilities of Licensee

3.02: Responsibilities of Employer

3.03: Responsibilities of Respiratory Therapy Program Director

3.01: Responsibilities of Licensee

- (1) Any person employed in the rendering of respiratory care services in this commonwealth shall provide his employer with a copy of his license or Limited Permit issued by the Board.
- (2) The holder of a Limited Permit shall provide his employer with a copy of his most recent Verification of Education form on file with the Board.
- (3) Each licensee shall retain the original of his license or Limited Permit and Verification of Education form(s).
- (4) The holder of a Limited Permit who is no longer matriculated in and not a graduate of a respiratory therapy program shall immediately notify the Board that he is no longer eligible for the privileges granted under the Limited Permit and shall immediately notify his employer that his Limited Permit has expired, pursuant to 261 CMR 2.08(1).

3.02: Responsibilities of Employer

The director of the respiratory care department or his designee, provided such director or designee is a respiratory therapist, shall:

- (1) Retain a copy of the license, or Limited Permit and current Verification of Education form, for each of his employees rendering respiratory care services in this commonwealth. Said copies shall be maintained in a file in the respiratory therapy department and be readily available for inspection by the Board or its investigator(s); and
- (2) Maintain a current roster containing the full name, license number, and license expiration date of each employee who renders respiratory care services. The roster shall be on employer letterhead, signed by the director or designee, and divided into:
 - (a) the director or designee;
 - (b) respiratory therapists; and
 - (c) holders of Limited Permits.

The roster shall also include a section with the names of all individuals performing respiratory care duties not requiring a license as specified in 261 CMR 2.05 and a description of the respiratory care duties they perform. A copy of the roster shall be provided to the Board upon request and to the Board's investigator(s) during any visit to or inspection of a respiratory therapy department.

- (3) Provide to the Board upon request and to the Board's investigator(s) during any visit to or inspection of a respiratory therapy department, a copy of the current roster or work schedules for the period designated by the Board.

3.03: Responsibilities of Respiratory Therapy Program Director

The director of a respiratory therapy program shall immediately notify the Board of the name of any student who has been issued a Limited Permit who is no longer eligible to render respiratory care services pursuant to such Limited Permit. The notification shall include the name and social security number of the student as well as the date when the student's Limited Permit eligibility ceased.

REGULATORY AUTHORITY

261 CMR 3.00: M.G.L. c. 112, §§ 23R through 23BB; c. 13, § 11B.

NON-TEXT PAGE